

Cloverleaf Standardbred Owners Association Is Looking to Hire an Executive Director

Cloverleaf represents harness-horsemen and women who race at Rosecroft Raceway and Ocean Downs. Cloverleaf is looking to hire an intelligent, vibrant, articulate person to serve as its Executive Director. Cloverleaf's primary objective is to preserve harness racing in Maryland and to maintain and increase current purse levels. This requires maintaining good relationships with Rosecroft and Ocean Downs and increasing Cloverleaf's profile with Maryland Government officials and the communities surrounding Oxon Hill and Ocean City, Maryland. The Executive Director will report to Cloverleaf's Board of Directors and is responsible for the organization's pursuit of its mission and day to day administration and operation of the association.

Specific Responsibilities include, but are not limited to:

1. Attendance at meetings of, and dealing with, the Maryland Race Commission and other horse related organizations
2. Lobbying and related activities, including meeting with our lobbyists and representatives of Maryland state and local governments.
3. Marketing, including meeting with leaders of college groups, community groups, members of the media, and leaders of adult athletic groups, and assisting with promotions.
4. Increasing Cloverleaf's assets and exercising fiscal responsibility.
5. Increasing Cloverleaf's membership and helping to provide benefits to Cloverleaf's members.
6. Maintaining official records and documents and ensuring compliance with federal and state regulations.
7. Maintaining a thorough working knowledge of significant developments and trends in the harness racing industry.
8. Maintaining strong working relationships and cooperative arrangements with industry groups and organizations, and Prince Georges and Worcester County Government officials.

Qualification/Skills

1. Demonstrated leadership, communication, and management skills.
2. Ability to multitask.
3. Ability to take the initiative and be proactive.
4. Creative problem-solving skills.
5. Hard working and flexible
6. Organized
7. Good Communication Skills

Education/Experience

1. Bachelor's or Master's degree preferred.
2. Experience in the standardbred racing industry.
3. Management or supervisory experience
4. Financial management experience in an operational environment

Salary /Benefits

1. Allowance for health benefits.
2. Two weeks' vacation
3. Five personal/sick days
4. Salary competitive for the position and commensurate with one's experience.

Interested applicants should send a cover letter, resume and two references to: Jonathan Roberts, President, -C.S.O.A. via email: admin@cloverleafsoa.org